

JOB DESCRIPTION

Job title:	Radiographer Clinical Specialist (Ultrasound)
Grade:	Clinical Specialist
Reports to:	Radiography Services Manager
Working Hours:	37 hours per week for a Full-time employee.
Location:	The Clinical Specialist Radiographer (Ultrasound) will be located in St. Vincent's University Hospital and will rotate to St. Michael's Hospital as part of a team of Sonographers providing an Ultrasound service.

Mission and Values of the Hospital

Mission

We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

The values of human dignity, compassion, justice, quality and advocacy rooted in the mission guide us in our work.

We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research.

*Comh mheas, comh bhá, comh pháirtíocht agus
comh oibre bunsraith ár gcuid saothar uile.*

Core Values

Human Dignity

Compassion

Justice

Quality

Advocacy

<p>Purpose of the Post</p>	<p>The post of Radiographer Clinical Specialist (Ultrasound) has a pivotal role in service planning, co-ordinating, and managing activity and allocated resources within the unit.</p> <p>The main responsibilities are: quality assurance, scheduling workflow, staff development, facilitating communication and professional/clinical leadership.</p> <p>The Clinical Specialist Radiographer (Ultrasound) will be primarily responsible for ensuring that Ultrasound is performed to a high standard of technical quality in a caring and efficient manner and in line with established guidelines and operating procedures. The post holder must function integrally within the Radiology team and have scanning proficiency in the General and Vascular ultrasound areas.</p> <p>The post holder will be an active member of the multi-disciplinary team and will lead, guide and supervise radiographic and other staff to successfully manage the Ultrasound service, with effective utilisation of all resources allocated.</p> <p>The post holder must be able to manage in a rapidly changing environment and be willing to undertake such additional duties within the Diagnostic Imaging Department, as may be assigned from time to time.</p>
<p>Principal Duties and Responsibilities</p>	<p>While carrying out the duties appropriate to a Radiographer in relation to Ultrasound Imaging and other areas within the Diagnostic Imaging Department, to provide leadership in the delivery of specialised services as follows:</p> <p>Clinical Operations <i>The Radiographer Clinical Specialist (Ultrasound) will:</i></p> <ul style="list-style-type: none"> • Undertake primary responsibility on a day-to-day basis for the Ultrasound Imaging service and the effective utilisation of all resources allocated. • Engage in leadership when required to do so, creating and promoting healthy working relationships. Provide strategic and clinical leadership which results in the delivery of an effective, efficient, quality assured and patient centred Ultrasound service. • Be accountable for the quality of the service provided, including customer service and technical aspects. • Manage patient care to ensure the highest professional standards using an evidence based, care planning approach. • Contribute to the development and implementation of operational policies, protocols and guidelines to ensure optimum utilisation of resources and systematic audit of such usage. • Liaise closely with the Radiography Service Manager, Consultant Radiologists and other staff as appropriate to ensure the smooth running of the service. • Contribute to the preparation of plans for the service – monitor and report on their implementation. Implement and maintain accurate information systems for clinical data in accordance with hospital standards.

- Advise as required on equipment selection, purchase, replacement or upgrading.
- Maintain accurate records of equipment service, maintenance, malfunction, downtime and performance as required and co-ordinate preventative maintenance schedules in accordance with clinical demand and department policy.
- Maintain up to date knowledge of clinical, technical and radiographic developments in relation to Ultrasound and promote awareness of new developments. Ensure that best practices are implemented and maintained.
- Maintain up to date knowledge of Radiographic developments in relation to other imaging modalities.
- Report all operational issues to Radiography Services Manager.
- Provide practical instruction for students and other health care professionals.
- Ensure PACS/RIS system is used effectively and appropriately, and matches workflow in the department. Special consideration needs to be given to use of Notes, develop templates for all Sonographers who supply Radiography reports on the PAC/RIS system.

Finance

The Radiographer Clinical Specialist (Ultrasound) will:

- Manage use of consumables efficiently.
- Liaise with Radiography Services Manager on all financial matters.

Human Resources

The Radiographer Clinical Specialist (Ultrasound) will:

- Participate as required in human resource planning, recruitment and selection of staff.
- Support the Radiography Service Manager in the implementation of initiatives aimed at on-going service development and improvement.
- Promote and maintain a safe environment for staff and patients.
- Assist in the development and implementation of risk management and health and safety strategies in association with appropriate personnel.
- Develop and maintain a training function as may be required in relation to qualified staff and/or trainees and students.
- Supervise and assess all training as required.
- Liaise with the Radiography Service Manager and other senior staff on the rotation of staff through the Department to ensure an adequate number of trained staff are available.
- Liaise with the Radiography Service Manager on human resource issues as appropriate.

Health & Safety

The Radiographer Clinical Specialist (Ultrasound) will:

- Investigate and take appropriate action in accordance with hospital policy in relation to complaints, accidents and incidents.
- Ensure that all hospital policies and relevant legislation on radiation safety and ultrasound safety is understood by staff and complied with.
- Ensure the ultrasound unit operates in accordance with the operational policy at all times.
- Liaise with the Radiography Services Manager on all quality assurance issues related to the ultrasound department.
- Ensure all hospital policies on infection control, health and safety etc. are understood by staff and complied with.
- Implement and maintain a quality assurance programme for the Department.
- Have a working knowledge of HIQA Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene standards etc.

Quality & Audit

The Radiographer Clinical Specialist (Ultrasound) will:

- Participate in providing department audits and statistics.
- Respect and maintain the privacy, dignity and confidentiality of the service user as per statutory requirements.
- Co-operate with Risk Management Programmes, Safer Better Healthcare Standards Implementation Process, the implementation of other HIQA guidelines and recommendations, and with Health & Safety Programmes and other programmes & processes as deemed relevant.

Education & Training

The Radiographer Clinical Specialist (Ultrasound) will:

- Participate in mandatory training programmes.
- Participate in continuing professional development including in-service training, attending and presenting at conferences/courses relevant to practice.
- Engage in performance review with his/her manager.
- Provide peer support when necessary.

The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>Candidates must possess at the latest date of application:</p> <p>1. <u>Professional Qualifications, Experience, etc.</u></p> <p>i) Be registered on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU.</p> <p style="text-align: center;">Or</p> <p>ii) Applicants who satisfied the conditions set out in <u>Section 91</u> of the Health and Social Care Professionals Act 2005, (see *Note 1 below), must submit proof of application for registration with the Radiographers Registration Board at CORU. The acceptable proof is correspondence from the Radiographers Registration Board at CORU confirming the current status of their application for registration as a Section 91 applicant.</p> <p style="text-align: center;">And</p> <p>iii) Have not less than 6 years full time (or an aggregate of 6 years) post qualification clinical experience.</p> <p style="text-align: center;">And</p> <p>iv) Possess a recognised postgraduate course relevant to the specialism (Quality & Qualifications Ireland Level 9) as recognised by the IIRRT and have no less than 4 years practical clinical experience working in the speciality. Practical clinical experience will include time assigned to work in the relevant specialist area but needs to comply with the following breakdown:</p> <ul style="list-style-type: none"> • Pre commencement of a postgraduate course (maximum of 1 year* allowed); • Time spent completing the post graduate course (maximum of 1 year** allowed); • A minimum of 2 years experience* following completion of a postgraduate course. <p>*A minimum of 12 weeks assigned to work in the relevant specialised area will be required for each relevant year to be counted.</p> <p>**The research component of a postgraduate programme will count towards the post course time once the Radiographer has successfully completed the taught components of the programme.</p> <p style="text-align: center;">And</p> <p>v) Requisite Knowledge & Ability</p> <p>Possess the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability) for the proper discharge of the duties of the office.</p> <p>2. <u>Annual Registration</u></p> <p>i) On appointment practitioners must maintain annual registration on the relevant division of the Radiographers Register maintained by the Radiographers Registration Board at CORU.</p>
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	<p style="text-align: center;">And</p> <p>ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p>Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p> <p>Age Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p>
Post Specific Requirements	n/a
Other requirements specific to the post	The Clinical Specialist Ultrasound post also includes partaking in the out of hours on-call rotas.
Essential skills, competencies and/or knowledge	<ul style="list-style-type: none"> • Demonstrate a high level of clinical expertise, knowledge and evidence based practice to carry out the duties and responsibilities of the role. • Demonstrate an ability to apply knowledge to best practice. • Demonstrate the ability to lead on clinical practice and service quality. • Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money within a model of person-centred care. • Demonstrate an ability to manage and develop self and others in a busy working environment. • Demonstrate the ability to effectively evaluate information and make appropriate decisions. • Demonstrate a commitment to assure high standards and strive for a user centred service. • Demonstrate effective communication and interpersonal skills. • Demonstrate effective leadership and team management skills including the ability to work with multi-disciplinary team members. • Display awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect.

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| | <ul style="list-style-type: none"> • Demonstrate resilience and composure. • Demonstrate flexibility and openness to change. • Demonstrate a commitment to continuing professional development. • Demonstrate a willingness to develop IT skills relevant to the role. • Demonstrate a good working knowledge of Radiology Information System (RIS) and Picture Archive Communication System (PACS). • Demonstrate initiative and innovation in the delivery of service. • Demonstrate ability to manage deadlines and effectively handle multiple tasks. |
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Conditions of Employment:

- Annual Leave Entitlement: 30 days per annum pro- rata. Annual leave is calculated January to December of each year.
- Sick Leave Regulations: Please refer to contract of employment.
- Probationary Period: The appointee shall hold office for a probationary period of six months.
- The terms of the Hospitals Superannuation Scheme (VHSS & SPSPS) will apply to this position.
- A minimum of 1 months' notice of termination of employment is required. Notice of termination of employment must be received in writing.
- Uniform Policy must be adhered to at all times.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire lectures every 2 years.
- Mandatory training must be adhered to and recertified before expiry timeframes occur i.e. Manual Handling, Basic Life support, Intravenous assessment, Hand hygiene education, waste management and Mission effectiveness programme.
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (1989 & 2005), smoking within the Hospital building is not permitted.
- All Staff are advised to avail of Hepatitis B Vaccination with Occupational Health.

Policies/Legislation:

All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at work, Trust in Care, Computer Usage Policy) and the hospitals ethical codes of practice.

Confidentiality:

In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Hygiene:

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Michaels Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Benefits of working at St Michaels Hospital:

- Defined benefit pension scheme.
- Access to learning and development opportunities.
- Library facilities.
- Subsidised staff restaurant.
- Subsidised pharmacy.
- Access to subsidised gym facilities.
- Access to health services credit union.
- Group discount for health insurance.
- Excellent access to public transport including dart and bus routes.
- Tax saver commuter ticket scheme.
- Bike to work scheme.

This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

Notes

The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skill and aptitudes necessary to respond to a changing environment. The job description must be regarded as an outline of the major areas of accountability, which will be reviewed and amended on an on-going basis.

Reviewed: FEB 2019

Next review: FEB 2021